COUNTY ADMINISTRATION

County functionality is limited to importing ballot styles that have been predefined through PowerProfile. After ballot styles have been imported and assigned to an election, the ballot styles must be update manually in VoterView. Changes that are made in PowerProfile after ballot styles have been imported and assigned will not appear in VoterView unless the ballots are cleared and re-imported.

Logging Into VoterView as a County Administrator



- 1. Insert the User ID and Password for your County.
- 2. Click **LOGIN** to log into VoterView Administration site.

Set Up Sample Ballots



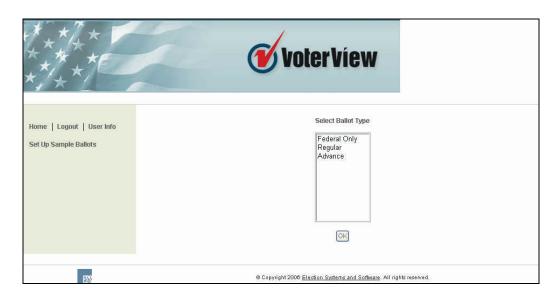
1. Click on **SET UP SAMPLE BALLOTS** to begin.

NOTE: Only Counties have the ability to setup Sample Ballots.

Importing Existing Ballot Styles



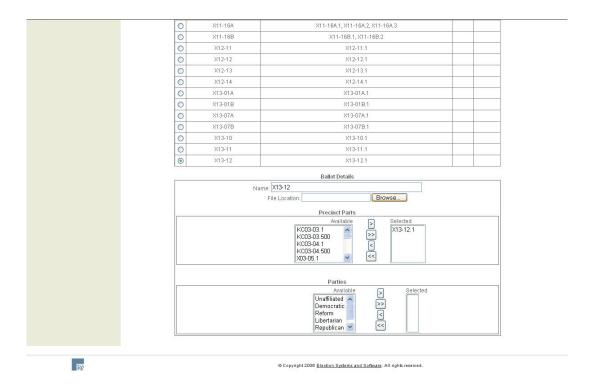
- 2. Click the radio button next to the appropriate Election.
- 3. Click IMPORT BALLOT STYLES.



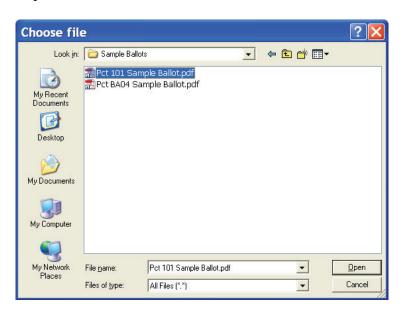
6. Select a **BALLOT TYPE**.

NOTE: The ballot type should be the same ballot type that is selected in PowerProfile for all Ballot Styles that are set up in the PowerProfile Election Maintenance windows.

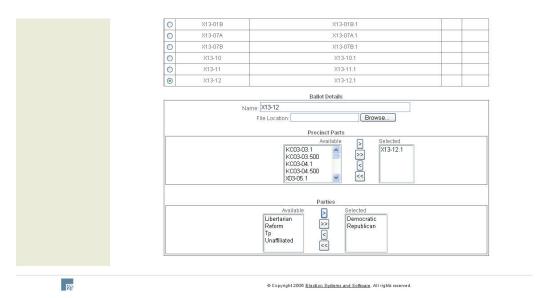
7. Click OK.



- 8. Select the appropriate Ballot. All Ballots originate from information added in PowerProfile.
- 9. Fill in or Change the **NAME** field to name the ballot.
- 10. Click **BROWSE** and browse to the location where the Sample Ballot PDF file resides and select the Sample Ballot PDF file.



- 11. Click **OPEN**. The **FILE LOCATION** field will be populated with the file path for the Sample Ballot PDF file you chose.
- 12. Change any **PRECINT PART** information if needed.
- 13. Change any **PARTIES** information if needed.



14. Click **SAVE** to save changes that were made.

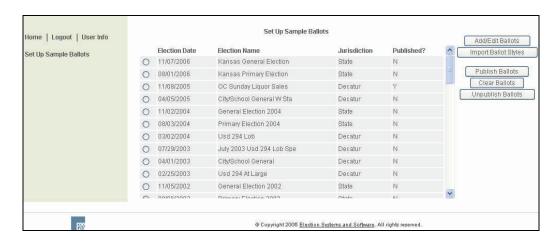
NOTE: The table of Ballot information will reflect the changes in Ballot Name, Precinct Parts, Parties and File Name (for the PDF file associated with the Ballot).



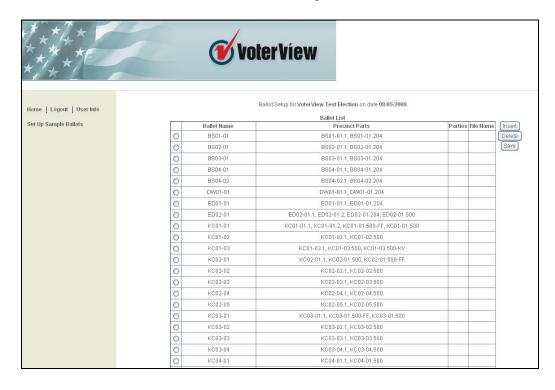
Add or Edit Ballots

The Add/Edit Ballot area will allow the users to manually add new ballot styles or edit existing ballot styles.

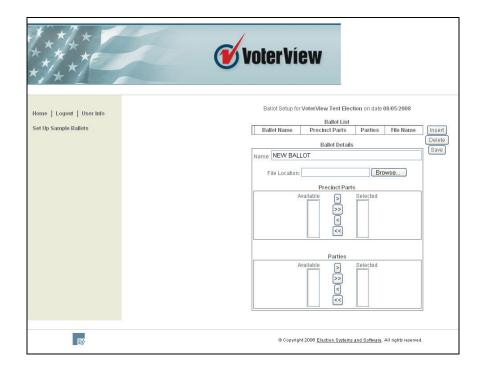
1. Click SET UP SAMPLE BALLOTS.



- 2. Select the radio button next to the appropriate Election.
- 3. Click **ADD/EDIT BALLOTS** to make changes to the ballot.

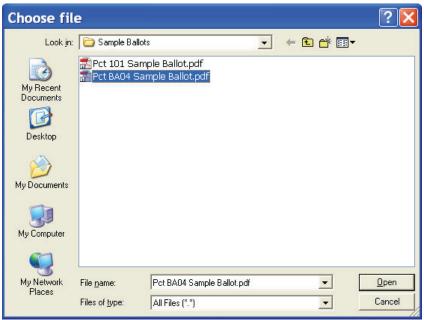


4. In the NAME field type a name for the new Ballot.

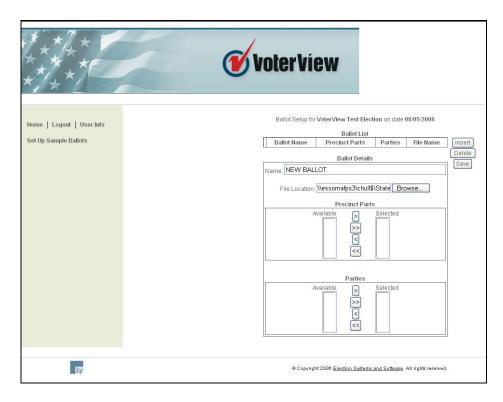


NOTE: If you have already used the Import Ballot function, a list of Ballots may already exist. Inserting will add a new Ballot to the existing list of Ballots.

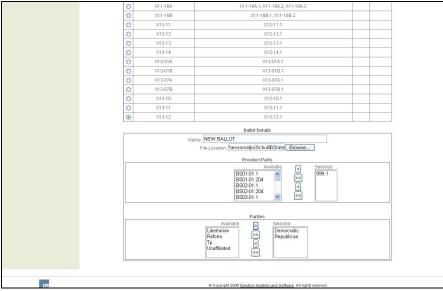
5. Click BROWSE and browse to the location of the Sample Ballot PDF file if one is available.



6. Click OPEN. The FILE LOCATION field will be populated with the file path for the Sample Ballot PDF file you chose.



- 7. Choose the appropriate **PRECINCT PARTS**.
- 8. Choose the appropriate **PARTIES** if applicable.

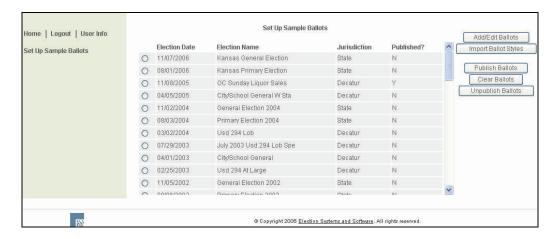


9. Click **INSERT** to add the new Ballot.

Clear Ballots

Clearing Ballots will reset all Ballot style information that has been imported, added or edited. This is essentially a "reset" function to allow users to start the setup process over.

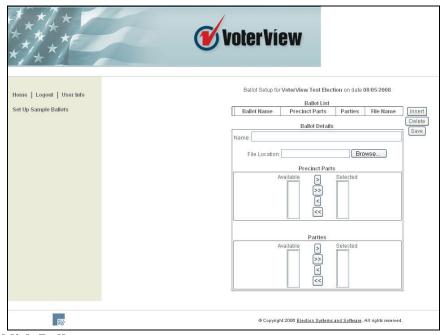
1. Click **SET UP SAMPLE BALLOTS**.



2. Select the radio button next to the appropriate Election.

3. Click CLEAR BALLOTS.

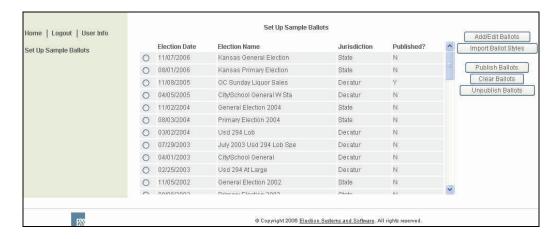
NOTE: You can check to see if the Ballot list has been cleared by clicking on ADD/EDIT BALLOTS, and the Ballot List will be empty.



Publish Ballots

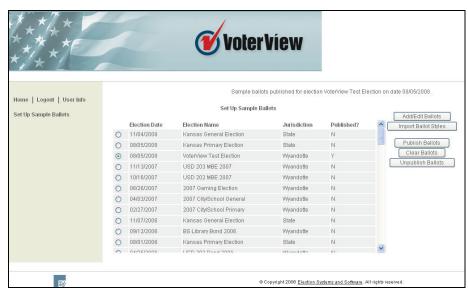
In order for registrants to be able to gain access to the PDF image file that has been attached to the Ballot Styles, the Ballots must first be Published. Once the Ballots have been published registrants will be able to look up their registrant information and click on a hyperlink in their search results to view the image of what their ballot will look like prior to appearing at their Polling Place to vote.

1. Click SET UP SAMPLE BALLOTS.



- 2. Select the radio button next to the appropriate Election.
- 3. Click **PUBLISH BALLOTS** to publish the ballots.

NOTE: You will notice that a "Y" is added in the Publish column on the Set Up Sample Ballots page to indicate the ballots were published for the election.



Once the Ballots have been published, the SAMPLE BALLOT link will appear on the Registrant Detail screen after initiating a Registrant Search. The user can then click

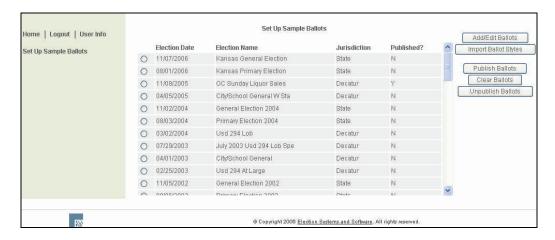
on the link to access the image of the Ballot they will be filling out when they appear to vote at their polling place.



Unpublish Ballots

The Unpublish Ballots area will allow users to remove the hyperlinks that appear for registrants to view the PDF image of their ballot.

1. Click SET UP SAMPLE BALLOTS.



- 2. Select the radio button next to the appropriate Election.
- 3. Click **UNPUBLISH BALLOTS** to publish the ballots.

NOTE: You will notice that a "Y" that was previously in the Published? Column has changed back to "N".

